

## 2010 HIRAM HARVEST EVENING MARKET RULES AND REGULATIONS

### Our Market Objective:

The objective of the *City of Hiram Evening Harvest Market* is to showcase the sights, smells and sounds of our community through our local farmers and growers, support the development of the local economy, bring neighbors together and foster good stewardship of our land.

### General Rules and Regulations:

**All products must be grown or otherwise produced by the vendor. This market will operate primarily as a grower/producer market in an effort to support our local farmers and growers in the Paulding County area.**

- "Vendor" shall be defined as the producer of goods sold and shall include the spouse, siblings, children, parents and employees of the applicant who assist in the cultivation, production and/or sale of goods produced at the address listed on the application.
- Vendors intending to sell prepared and packaged food stuffs for resale must provide a copy of their current Georgia Department of Agriculture Food Sales Establishment License. These vendors must attest to the fact that they grow or buy from local growers at least one major ingredient in their product. Baked goods are exempted from this regulation.
- Vendors who wish to sell eggs must provide a copy of their current Georgia Department of Agriculture certification.
- Farm visits will be performed at any time before or during the market season to verify farm vendor production of products being sold at the market. *Visits must be pre-scheduled as well as escorted by person of farmer's choosing.*
- The sale of **Arts and Crafts** items is not permitted unless sold by an approved vendor who primarily sells fresh produce or processed foods.
- Participation in the market, as a vendor or customer is at the participants own risk.

### Vendor Application:

Anyone becoming a vendor must complete a Vendor Application, Indemnification and Hold Harmless Agreement and read and agree to all contents of both documents. These Rules and Regulations must be initialed and returned with the Application and Agreement as well.

The Market Manager will review applications and approval will be based on available space for produce items.

Applicants may be placed on a wait list for non-produce items. Non produce items are defined as products that are **made or produced by the vendor.**

Examples are jams, jellies, sauces, oils, vinegars, molasses baked goods, handmade soaps, breads, muffins, cookies, jerky and honey, eggs, pet treats. Limited Applications will be accepted for these items.

***For the benefit of our Market community, the Hiram Harvest Evening Market reserves the right to prohibit anyone from selling at the market.***

### Vendor Process:

Vendors must provide a list of items they intend to sell and confirm their attendance to the Market Coordinator by **Friday at 5:00 pm the week prior** so the market can maintain a diverse selection of goods, advertise available products and adjust the Wait List Vendors accordingly.

IF A VENDOR DOES NOT CONTACT THE MARKET MANAGER, THE VENDOR RISKS LOSING A SPACE AT THE MARKET FOR THE NEXT WEEKS MARKET.

Vendor's should arrive at the market by 4:00pm Tuesday to be assured a space. Hours of market operation are: Tuesday from 5:00 pm – 8:00 pm. Vendors are REQUIRED to remain until the market closes.

**Initials:** \_\_\_\_\_

**Wait List:**

Any applicant that is placed on the Wait List will be contacted on Saturday if a space becomes available. If a participating vendor has unapproved items at the Market, they will be asked to leave for the remainder of the day and will be given written notice of the infraction. The second time this occurs, the Vendor's participation will be revoked for the remainder of the season.

**What Can Be Sold:**

Produce: This category includes fruits, vegetables, herbs, nuts, and seedlings of edible products that the Vendor has grown. **NO RESELLERS WILL BE PERMITTED.** Unlimited applications will be accepted for these items.

**Food License and/or Permit Requirements:**

Food products will be considered exempt from the inspection and licensing required by the GA Food Act, unless the sales of such items are prohibited by other **State Laws** or by the **FDA's Federal Code of Regulations**. To qualify for the exemption, the products must be sold directly to the consumer, and occurs at an event that:

1. Is sponsored by a political subdivision of this state or by an organization exempt from taxes under paragraph (1) of subsection (a) of Code Section 48-7-25 or under Section 501(d) or paragraphs (1) through (8) or paragraph (10) of Section 501(c) of the Internal Revenue Code, as that is defined in Code Section 48-1-2;
2. Lasts 120 hours or less; and
3. When sponsored by such an organization, is authorized to be conducted pursuant to a permit issued by the municipality or county in which it is conducted.

The following items are exempt from the requirements to provide a sales license and/or food service permit:

Baked Bread / Cakes / Cookies / Pies / Home Processed Jellies / Jams / Honey

**ALL PRODUCTS MUST BE LABELED WITH ALL INGREDIENTS!**

Food Vendors must abide by all applicable federal, state and local health regulations.

**Pricing:**

Vendors will operate as an individual entity and therefore may set his/ her prices. These should be set in keeping with customer satisfaction and consideration of other Market Vendors. Considerable undercutting of prices will not be allowed. This does not create a fair selling or buying environment.

Each vendor is encouraged to provide scales, display racks, tables, sacks, business cards, money for change and post prices in full view with lettering and signs. An 8 ½ X 11 booth sign will be provided each week with the vendors name for display as well.

**Market Location and Schedule:**

The Market is located on Beatty Street in Historic Downtown Hiram. There are 25 available spaces for booths/ vendors on both sides of the street. Vendors should arrive at the market by 4:00pm Tuesday to be assured a space. Hours of market operation are: Tuesday from 5:00 pm – 8:00 pm. Vendors may begin setup of their space no earlier than 3:30pm. For safety reasons, no vehicle traffic is allowed in the market area during market operation.

**Initials:** \_\_\_\_\_

**Space Assignment:**

Booth Space is generally 10' X 10' per week and are assigned on a first come first serve basis. Vendors are responsible for setting up their space and keeping it clean. Canopies or umbrellas are permitted. Tables are encouraged. Products are not permitted to be displayed on the ground (with the exception of live plants). Nothing will extend into the space of another vendor unless agreed upon by both parties.

**Clean Up:**

Vendors are responsible for cleaning up their area at the end of each market day. All vendors are required to be clear of the vending area by 9:00pm. Vendors are responsible for the cleanliness of their space during the market hours. All vendors will bring a broom and trash bags and keep their space free of debris. Vendors will NOT use the nearby public and private trash receptacles for disposal of produce boxes and/or unsold products. Vendors are responsible for removing all trash from the space. If your space is not cleaned, a \$25.00 cleanup fine will be charged.

**Complaints:**

Any grievances that cannot be resolved should be reported to the Market Manager. A Market Board will be created that will comprise of the Market Manager, 2 downtown business owners and 2 vendors. This will be accomplished prior to the July 6, 2010 Market.

The Market Manager and Market Board reserve the right to revise the Market Rules and Regulations at any time.

**Contact Information:**

The Market Manager for this season is Heather Corn. She can be reached at the following:

- Work Phone # 770-943-3726 X201 or email [HCorn@Hiram-ga.gov](mailto:HCorn@Hiram-ga.gov) at The City of Hiram
- **EMERGENCY CONTACT# 404-308-8923** Personal Cell / [ualhkpc@aol.com](mailto:ualhkpc@aol.com) Cell Email

**Initials:** \_\_\_\_\_

